

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12-28

OPEN TO: All Interested Candidates

POSITION: English Language Coordinator, FSN-9*; FP-5*

OPENING DATE: March 22, 2012

CLOSING DATE: April 19, 2012

WORK HOURS: Full-time, 40 hours/week (one full-time position)
Part-time, 20 hours/week (several part-time positions,
(salary prorated)
(Afternoon and evening classes until 8:00 pm)
Sunday through Thursday

SALARY: *Not-Ordinarily Resident:
(Position Grade: FP-5 is confirmed by Washington)
*Ordinarily Resident: JD 11,957 p.a. (full-time, 40 hour/week)
(Position Grade: FSN-9)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST PROVIDE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking to hire an English Language Coordinator at the American Language Center, (ALC).

BASIC FUNCTION OF POSITION

Teaches English as a Foreign Language (EFL) courses at the American Language Center and offsite, as needed. Introduces students to American culture & education by planning/organizing guest speakers and events to advance a greater understanding of America & American issues. Develops teaching materials for use in the classroom. Participates in meetings & professional development, is available to students for

consultations, grades, gives feedback to students, submits all required paperwork and reports, as required, in a timely fashion.

Incumbent will also perform major duties and will be the main point of contact for one or more of the following specialties according to the skills of the candidate and the discretion of the Director: Exams, Skills Development, Outreach Programs, English Teaching Community, Youth Classes, ESP Courses, General English Courses.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's Degree in Education, English Literature, Modern Languages, ELT, ESL, EFL, TESOL, or TEFL or related field, or Bachelor's Degree in Social Sciences, Engineering, IT, Medicine, Biology, Chemistry, and TESOL, CELTA or DELTA Certificate or related field is required. Supporting documentation (i.e., Bachelor's degree) must be included in the application for eligibility purposes.
2. 5 years experience teaching EFL/ESL with at least 1 of which was in the Levant is required.
3. Level 4 (Fluency) in English is required. English proficiency will be tested. A score of 785 in TOEIC exam or 96 in TOEFL exam are accepted. The score provided must have been obtained within last six months.
4. Must have prior knowledge of current methodology in Teaching English as a Foreign Language, including testing/assessment, materials development, and teacher training. Knowledge of U. S. culture required.
5. Must have the ability to design, adapt, and evaluate materials. Must have highly developed interpersonal skills, the ability to resolve conflicts and maintain confidentiality. Must have the ability to use Microsoft applications and incorporate the use of computers/Internet into teaching.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Employment (DS-174).
2. A current resume or curriculum vitae that provides the same information as an DS-174.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Applications must be submitted electronically through
AmmanEmployment @state.gov

POINT OF CONTACT

Telephone: 5906508

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 19, 2012

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin,

age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.